

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 16
GENERAL SERVICES RECORDS
COUNTY AND MUNICIPAL GOVERNMENTS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley Edwards, State Records Administrator

EFFECTIVE SCHEDULE DATE September 16, 2005

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

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The following categories are included in this schedule:

- A. Automotive Records
- B. Building Maintenance/ Management and Grounds keeping Records
- C. Environmental Protection
- D. Equipment Maintenance Records
- E. Mail Records
- F. Radio Operations Records
- G. Real Property Records
- H. Reproduction Records
- I. Risk Management Records
- J. Security Records
- K. Stockroom/Warehouse Records
- L. Telecommunications Records

A. Automotive Records

Automotive: Certificates of Mileage

This series documents the exact mileage (odometer reading) on a vehicle at the time of sale or transfer. Refer to *Code of Virginia*, § 46.2-629. Note: Code requires mileage to be written on title or title application at time of sale. This series applies to any separate documentation held by the locality selling or disposing of vehicles.

005156

Retain 3 years after sale or transfer, then destroy.

Automotive: Federal Motor Carrier Drug and Alcohol Tests - Negatives

This series documents the testing of certain drivers as required by 49CFR382.111 - 311.

005157

Retain 1 year after receipt of results, then destroy in compliance with No. 8 on schedule cover page. Refer to 49CFR382.401.

Automotive: Federal Motor Carrier Drug and Alcohol Tests - Positives

This series documents the testing of certain drivers as required by 49CFR382.111 - 311.

005158

Retain 5 years after receipt of results, then destroy in compliance with No. 8 on schedule cover page. Refer to 49CFR382.401.



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<u>Automotive: Fuel/Lubricant Issue Records</u> This series documents the issue of fuels or lubricants and requests for reimbursements.	005159	Retain 3 years after last entry or until audited, whichever is greater; then destroy.
<u>Automotive: Fuel Metering/Monitoring Records</u> This series documents the periodic measuring or monitoring of bulk fuels.	005160	Retain six months after last entry, then destroy.
<u>Automotive: Fuel Receipts/Tickets - Commercial Service Stations</u> This series documents the receipt of gasoline or other services at commercial gas stations, including credit card receipts.	005161	Retain 3 years after receipt date or until audited, whichever is greater; then destroy.
<u>Automotive: Fuel Receipts/Tickets - State Owned Facilities</u> This series documents the receipt of gasoline or other services from state owned facilities which are retained to verify reimbursement requests.	005162	Retain 3 years after receipt date, then destroy.
<u>Automotive: Mileage/Usage Reports</u> This series documents the completion and submission of any mileage or usage reports.	005163	Retain 1 year after report submission, then destroy.
<u>Automotive: Motor Vehicle Accident Files</u> This series documents the reporting of and/or investigation of motor vehicle accidents.	005164	Retain 5 years after case closure or last action, whichever is greater; then destroy.
<u>Automotive: Motor Vehicle Maintenance - Administrative Reports and Records</u> This series documents the administrative actions necessary to operate a maintenance facility, including maintenance related reports and other supporting records not otherwise listed on this schedule.	005165	Retain as long as administratively necessary, then destroy.



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<u>Automotive: Motor Vehicle Maintenance - Consumption and Use Records</u> This series documents the daily mileage, fuel use and oil consumption of individual vehicles.	005166	Retain 3 years after last entry or until audited, whichever is greater; then destroy.
<u>Automotive: Motor Vehicle Maintenance - Parts and Supply Records</u> This series documents the ordering, inventory and use of stocks of parts, bulk lubricants and other maintenance or operating supplies.	005167	Retain 2 years after last entry or action or until audited, whichever is greater; then destroy.
<u>Automotive: Motor Vehicle Maintenance - Repair and Service Records</u> This series documents the repair, maintenance and servicing of specific vehicles.	005168	Retain until disposal of vehicle, then destroy.
<u>Automotive: Motor Vehicle Release/Transfer Records</u> This series documents the sale, transfer or disposal of surplus, excess or nonrepairable vehicles.	005169	Retain 3 years after disposal of vehicle, then destroy.
<u>Automotive: Motor Vehicle Reports</u> This series documents the routine reporting of administrative information on motor vehicles. Includes reports not listed on this schedule.	005170	Retain 3 years after report date, then destroy.
<u>Automotive: Motor Vehicle Use/Control - Dispatch Records</u> This series documents the daily assignment and use of motor vehicles and other large equipment.	005171	Retain 2 years after last entry, then destroy.
<u>Automotive: Motor Vehicle Use/Control - Sign Out Logs/Books</u> This series documents the acceptance/receipt of vehicles for daily use.	005172	Retain 2 years after last entry, then destroy.



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<u>Automotive: Motor Vehicle Use/Control - Use Requests</u> This series documents the receipt and response to requests for vehicles for use on specific days.	005173	Retain 3 months after last action, then destroy.
<u>Automotive: Motor Vehicle Use/Control - Vehicle Assignment Records</u> This series documents the long term or permanent assignment of vehicles to specific individuals, offices or uses.	005174	Retain 2 years after reassignment or return, then destroy.
<u>Automotive: Procurement Records</u> This series documents the procurement of vehicles for locality use.		Refer to <i>General Records Retention and Disposition Schedule No. GS-2, Fiscal Records</i> for retention guidelines.
<u>Automotive: Registrations - Vehicle</u> This series documents registration and licensing of locality owned vehicles. Refer to <i>Code of Virginia</i> , § 46.2-600.	005175	Retain until registration renewed or disposal of vehicle, then destroy.
<u>Automotive: State Inspections - Inspection Station Copies</u> This series documents the inspection of vehicles by approved inspection stations - station copies. Refer to <i>Code of Virginia</i> , § 46.2-1163.	005176	Retain 2 years after inspection, then destroy.
<u>Automotive: State Inspections - Vehicle Copies</u> This series documents that vehicle has been inspected at an approved inspection station. Refer to <i>Code of Virginia</i> , § 46.2-1157.	005177	Retain until next reinspection completed, then destroy or transfer with vehicle.
<u>Automotive: Vehicle Repair Work Orders - Logs</u> This series documents the receipt and control of requests for repair or service work at a vehicle maintenance facility.	005178	Retain 3 years after last entry, then destroy.



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<u>Automotive: Vehicle Repair Work Orders - Requestor's Copy</u> This series documents the request for repair or service work from a vehicle maintenance facility.	005179	Retain 3 years after submission, then destroy.
<u>Automotive: Vehicle Repair Work Orders - Shop Copies</u> This series documents the receipt of a work order and actions taken in response.	005180	Retain 3 years after last action or until vehicle disposed of, whichever is greater; then destroy.
<u>Automotive: Vehicle Titles</u> This series documents the legal ownership and titling of vehicles. Refer to <i>Code of Virginia</i> , § 46.2-600.	005181	Transfer with vehicle upon disposal of vehicle.
B. Building Maintenance/Management and Grounds Keeping Record		
<u>Building Maintenance/Management: ADA Compliance Records</u> This series documents receipt and response to ADA complaints and records of ADA self evaluations. 28CFR, Sections 35 and 36.	005182	Retain 3 years after last action, then destroy. Refer to 28CFR36.102.
<u>Building Maintenance/Management: Asbestos Records</u> This series documents the identification, removal and/or covering of asbestos within locality owned facilities. Does not include contracting records. Refer to 40CFR763.94.	005183	Retain permanently, in locality.
<u>Building Maintenance/Management: Custodial Records</u> This series documents the supervision of custodial activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	005184	Retain as long as administratively necessary, then destroy.



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<u>Building Maintenance/Management: Elevator Inspections</u> This series verifies the completion of required elevator inspections.	005185	Retain 3 years after last inspection, then destroy.
<u>Building Maintenance/Management: Grounds Keeping Records</u> This series documents the supervision of grounds keeping activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	005186	Retain as long as administratively necessary, then destroy.
<u>Building Maintenance/Management: Installed Equipment</u> This series documents the installation, maintenance, service and history of building installed equipment.	005187	Retain until removal and disposal of installed equipment, then destroy.
<u>Building Maintenance/Management: Parking Records</u> This series documents the assignment, control and use of parking spaces.	005188	Retain 3 years after last entry or action, then destroy.
<u>Building Maintenance/Management: Repair/Service Records</u> This series documents requests for building repair or service work, including call records, work orders, actions and other related documentation except on installed equipment.	005189	Retain 3 years after last entry or completion of work, then destroy.
<u>Building Maintenance/Management: Space Utilization</u> This series documents the assignment, control and use of offices, floor space, rooms or other facilities within assigned buildings, excluding fiscal records.	005190	Retain as long as administratively necessary, then destroy.
<u>Building Maintenance/Management: Warranty Files</u> This series documents the manufacturer's/vendor's warranty to replace and/or repair defective materials or equipment.	005191	Retain 1 year after warranty expiration, then destroy.



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C. Environmental ProtectionEnvironmental Protection: Hazardous Chemical Records

This series documents the presence and/or use of hazardous chemicals in the workplace. Records must include but are not limited to Material Safety Data Sheets (MSDS), hazardous chemical inventories and hazardous chemical exposure records. 29CFR1910.1200.

005192

Retain 30 years after removal of chemical from facility and/or inventory, then destroy.

Environmental Protection: Hazardous Waste Reports

This series documents preparation and filing of reports required by *Virginia Administrative Code*, 9VAC20-60-305.

005193

Retain 3 years after report due date or submission date, whichever is greater; then destroy. Refer to 40CFR262.40.

Environmental Protection: Medical Waste Records

This series documents the authorized and proper disposal of medical waste as required by *Virginia Administrative Code*, 9VAC20-120-310.

005194

Retain 3 years after last regulated disposal, then destroy.

Environmental Protection: Other Waste Disposal Records

This series documents any activities related to waste disposal not otherwise listed on this schedule.

005195

Retain 3 years after disposal, then destroy.

Environmental Protection: Radiation Exposure - Badge Reports

This series documents the testing of and receipt of radiation badge exposure reports documenting dosage received during a specified period.

005196

Retain 3 years after receipt of report, then destroy. Refer to 10CFR20.2104

Environmental Protection: Radiation Exposure - Cumulative Exposure Records

This series documents the total radiation exposure of an employee during the time of employment as required by 10CFR20.1502.

005197

Retain until license expiration or 30 years after employee departure, whichever is greater; then destroy. Refer to 10CFR20.2103.



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Environmental Protection: Transportation Manifests

This series documents the authorized and proper transportation of hazardous waste as required by *Virginia Administrative Code*, 9VAC20-60-430.

005198

Retain 3 years after date of acceptance by transporter, then destroy. Refer to 40CFR263.22.

D. Equipment MaintenanceEquipment Maintenance: Maintenance Reports

This series documents the status of equipment in use by the locality.

005199

Retain until next update or as long as administratively useful, then destroy.

Equipment Maintenance: Repair and Service Records

This series documents the repair and service history of non-automotive and non-installed equipment owned by the locality.

005200

Retain until equipment disposed of, then destroy.

Equipment Maintenance: Technical Reference and Maintenance Publications

This series collects technical reference material needed to use, maintain, supply and repair locality owned equipment.

005201

Retain until publication superseded or equipment disposed of, whichever is sooner; then destroy. Nonrecords per *Virginia Public Records Act*; disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Equipment Maintenance: Warranty Files

This series documents the manufacturer's/vendor's warranty to replace and/or repair defective equipment.

005202

Retain 1 year after warranty expiration, then destroy.

E. Mail RecordsMail: Box Rent Receipts:

This series documents the issue of internal mail boxes and the collection of rent receipts.

005203

Retain 3 years after end of year or until audited, whichever is greater; then destroy.



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<u>Mail: Certified and Registered Mail Records</u> This series documents the acceptance and shipment or receipt and release of certified or registered mail.	005204	Retain 3 years after the last entry, then destroy.
<u>Mail: Equipment Maintenance Records</u> This series documents the repair and maintenance of mailroom equipment.	005205	Retain until final disposition of equipment, then destroy.
<u>Mail: Mail/Parcel Metering Records</u> This series controls the use of mail or parcel meters and the accounting for charges incurred.	005206	Retain 3 years after last entry or until audited, whichever is greater; then destroy.
<u>Mail: Mail Shipment/Receipt/Control Records (Non-Fiscal)</u> This series documents the control of incoming and outgoing mail.	005207	Retain 6 months after last entry, then destroy.
<u>Mail: Postage/Payment Due Records</u> This series documents the receipt and collection of funds for postage mail, COD mail and other collections.	005208	Retain 3 years after collection or until audited, whichever is greater; then destroy.
<u>Mail: Postal Payments</u> This series documents the payment of bills for postage or other mail services.	005209	Retain 3 years after payment or until audited, whichever is greater; then destroy.
<u>Mail: Refunds and Adjustments</u> This series documents the request for and/or receipt of refunds or adjustments from the USPS or other common carriers.	005210	Retain 3 years after last activity or until audited, whichever is greater; then destroy.
<u>Mail: Requisitions for Postage</u> This series documents internal requests for postage, issue or postage and reimbursement, if applicable.	005211	Retain 3 years after issue of postage or until audited, whichever is greater; then destroy.



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<u>Mail: Special Handling or Shipping Records</u> This series documents the shipment or receipt of parcels through common carriers (Fedex, UPS, couriers, etc) and subsequent bill and payment.	005212	Retain 3 years after last activity, then destroy.
F. Radio Operations Records		
<u>Radio: Design and Planning Files</u> This series documents and planning for new or modified radio communications systems.	005213	Retain 3 years after last action, then destroy.
<u>Radio: Equipment Procurement Files</u> This series documents the purchase of radios and support equipment.	005214	Retain 3 years after equipment disposed of, then destroy.
<u>Radio: Logs and Operation Files</u> This series documents operator and dispatcher files created during routine radio usage unless covered by another records series.	005215	Retain 2 years after last entry, then destroy.
<u>Radio: Maintenance and Service Records</u> This series documents maintenance and service history for radios and support equipment.	005216	Retain 3 years after last entry or action, then destroy.
<u>Radio: Warranty Files</u> This series contains copies of equipment warranties and any related claims.	005217	Retain 1 year after warranty expires or last claim settled, whichever is greater; then destroy.



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G. Real Property RecordsReal Property: Construction As-Built Plans, Specifications, Drawings, Plans and Maps

This series documents the end result of construction and renovation projects affecting locality owned property.

005218

Retain until building disposed of, then transfer to the Archives, Library of Virginia for permanent retention.

Real Property: Construction Bid Announcements, Bids and Notifications

This series documents all actions taken by the locality to obtain contracts for new construction or renovation.

Refer to *General Records Retention and Disposition Schedule No. GS-2, Fiscal Records* for retention guidelines.

Real Property: Construction Contract Administration

This series documents locality actions in supervision of construction or renovation contracts.

005219

Retain 5 years after final acceptance, then destroy.

Real Property: Construction Plan Reviews

This series documents preliminary plans, drawings and specifications for locality construction or renovation projects.

005220

Retain 1 year after final acceptance, then destroy.

Real Property: Construction Project Management

This series documents the locality's oversight and/or administration of construction projects affecting locality owned or financed projects.

005221

Retain 5 years after final acceptance or until audited, whichever is greater; then destroy.

Real Property: Construction Projects - Requests, Justifications and Rankings

This series documents the agency's actions to obtain authorization and funding for Capital Outlay Projects.

005222

Retain 5 years after project completion or denial, then destroy.



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<u>Real Property: Deeds - Duplicates</u> This series documents locality ownership of real property.	005223	Retain as long as administratively necessary, then destroy.
<u>Real Property: Deeds - Record Copy</u> This series documents locality ownership of real property.	005224	Retain until recorded in Circuit Court, then destroy.
<u>Real Property: Easements</u> This series documents the existence of easements which affect locality owned or leased property.	005225	Retain 5 years after expiration, then destroy,
<u>Real Property: Handicapped Barrier Files</u> This series documents the identification and correction of barriers to handicapped access to facilities.	005226	Retain 5 years after barrier removed or corrected, then destroy.
<u>Real Property: Leases</u> This series documents the leasing of real property for locality use.	005227	Retain 5 years after expiration of lease, then destroy.
<u>Real Property: Property Appraisals or Evaluations</u> This series documents the completion of property appraisals and/or evaluations prior to purchase, lease, sale or other disposal of locality owned or used real property.	005228	Retain 5 years after completion of appraisal or evaluation, then destroy.
<u>Real Property: Site Drawings and Plans</u> This series documents current executed building plans of locality owned real property.		Refer to records series 005218 "Real Property: Construction As-Built Plans, Specifications, Drawings, Plans and Maps."
<u>Real Property: Surplus Property Disposal</u> This series documents the reporting and disposal of surplus locality owned real property.	005229	Retain 3 years after final disposal, then destroy.



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H. Reproduction RecordsReproduction: Equipment Procurement Files

This series documents the purchase of copiers, duplicators and support equipment.

005230

Retain 3 years after equipment disposed of, then destroy.

Reproduction: Mailing Lists

This series documents creation of special purpose mailing lists for routine distribution of printed materials.

005231

Retain until superseded, obsolete or rescinded, then destroy.

Reproduction: Maintenance and Service Records

This series documents maintenance and service history for copiers, duplicators and support equipment.

005232

Retain 3 years after last entry or action, then destroy.

Reproduction: Management Files

This series documents the routine management of an agency printing/duplication shop. Includes but is not limited to logs, registers and inventories.

005233

Retain as long as administratively necessary, then destroy.

Reproduction: Printing/Duplication Job Orders - Requestor Copy

This series documents agency requests for printing/duplication, either internal or external, excluding purchase orders.

005234

Retain 1 year after submission, then destroy.

Reproduction: Printing/Duplication Job Orders - Shop Copy

This series documents work requested of and/or completed by an agency run printing or duplication shop. Series includes printing order, planning files, receipt documents and other supporting material.

005235

Retain 1 year after job completion or last action, whichever is greater; then destroy.

Refer to *General Records Retention and Disposition Schedule No. GS-2, Fiscal Records* for retention guidelines on payment records.



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Reproduction: Printing Masters, Art Work, Specifications and Layouts
This series documents the planning and layout of complex printing requirements.

005236

Retain until superseded, obsolete or rescinded, then destroy.

Reproduction: Warranty Files
This series contains copies of equipment warranties and any related claims.

005237

Retain 1 year after warranty expires or last claim settled, whichever is greater; then destroy.

I. Risk Management Records

Risk Management: Insurance Claims
This series documents the filing and disposition of claims by the locality or against the locality's insurers.

005238

Retain 5 years after claim resolved or final payment made, whichever is greater; then destroy.

Risk Management: Insurance Policies - Automotive
This series documents the insurance status of the locality.

005239

Retain 5 years after expiration or until all outstanding claims resolved, whichever is greater; then destroy.

Risk Management: Insurance Policies - General Liability
This series documents the insurance status of the locality.

005240

Retain 25 years after expiration or until all outstanding claims resolved, whichever is greater; then destroy.

Risk Management: Insurance Policies - Property
This series documents the insurance status of the locality.

005241

Retain 5 years after expiration or until all outstanding claims resolved, whichever is greater; then destroy.

Risk Management: Workers' Compensation
This series documents workers' compensation taxes paid, policies, claims and payments.

Refer to *General Records Retention and Disposition Schedule No. GS-3, Personnel Records* for retention guidelines.**J. Security Records (Building or Facility Fire, Safety and Security)**



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<u>Security: Access Control Records</u> This series documents access to specific buildings, departments, rooms or areas. This series may include access lists, sign-in sheets, logs, registers, instruction books or emergency contact records. Includes both paper and electronic records.	005242	Retain 6 months after last entry or use, then destroy in compliance with No. 8 on schedule cover page.
<u>Security: Disaster Planning Files</u> This series consists of disaster planning file and may include disaster plans, emergency action plans, emergency contacts, telephone listings and other supporting documentation.	005243	Retain documents or entire plan until superseded, obsolete or rescinded, then destroy in compliance with No. 8 on schedule cover page.
<u>Security: Equipment Control Logs</u> This series documents the movement of equipment into and out of facilities when control is required for security purposes.	005244	Retain 6 months after last entry, then destroy.
<u>Security: Evacuation Plans</u> This series consists of any fire or emergency evacuation plans for the building, office or department. Refer to <i>Code of Virginia</i> § 2.2-3705.	005245	Retain until superseded, obsolete or rescinded, then destroy in compliance with No. 8 on schedule cover page.
<u>Security: Fire Extinguisher Inspection Reports</u> This series includes fire extinguisher tags or sheets that document routine extinguisher inspections.	005246	Retain until new tag created or for the life of extinguisher, then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Security: Fire Safety Inspections</u> This series documents the completion and results of fire safety inspections, including any follow-up actions taken.	005247	Retain 5 years after inspection, then destroy.
<u>Security: Guard or Security Monitor Files</u> This series consists of records (other than personnel or payroll) tracking daily assignment, duties, responsibilities, use or control of building/department guards or security monitors. Refer to <i>Code of Virginia</i> § 2.2-3705.	005248	Retain 2 years after last entry or action, then destroy in compliance with No. 8 on schedule cover page.



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GENERAL SERVICES RECORDS

COUNTY AND MUNICIPAL GOVERNMENTS

EFFECTIVE SCHEDULE DATE September 16, 2005

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
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Security: Personal Identification Records (Access and Security)

This series consists of records used to identify individuals having access to buildings, departments, room or areas. Includes issue records, back-up photos and other supporting documentation. Refer to *Code of Virginia* § 2.2-3705.

005249

Retain 1 year after end of access or replacement of identification card, then destroy in compliance with No. 8 on schedule cover page.

Security: Safety Records

This series consists of records produced, maintained or collected by the locality, building or department safety officer.

005250

Retain 3 years after the last action or entry, then destroy.

Security: Security Policy Files

This series consists of written locality or department security policy documents.

Refer to records series 010078, "Policy and Procedure Records" on *General Records Retention and Disposition Schedule No. GS-19, Administrative Records* for retention guidelines.

Security: Security or Surveillance Recordings

This series documents audio or video recordings created during the monitoring of buildings or areas for security purposes. Recordings may be audio or video in electronic or magnetic format.

005251

If not required to support known investigations or litigation, retain 30 days after recording, then reuse or destroy. Disposal reporting on *Certificate of Records Disposal* (RM-3) not required.

Security: Incident Reports

This series documents the reporting, investigation and action taken in regard to security-related incidents occurring at buildings and facilities. Materials may include paper reports and forms, photographic evidence and magnetic or electronic surveillance recordings.

005690

Retain 3 years after last action then destroy.

K. Stockroom/Warehouse RecordsStockroom/Warehouse: Inventory Records

This series documents the routine inventory of supplies or stocks on hand.

005252

Retain until completion of next inventory, then destroy.



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<u>Stockroom/Warehouse: Issue/Delivery Records</u> This series documents the issue or delivery of supplies to users within the locality.	005253	Retain 6 months after issue or until audited, whichever is greater; then destroy.
<u>Stockroom/Warehouse: Receiving Records - Accounting Copy</u> This series documents the receipt of goods from vendors and/or common carriers.	005254	After acceptance and inventory, send to accounting or purchasing office.
<u>Stockroom/Warehouse: Receiving Records - Other Copies</u> This series documents the receipt of goods from vendors and/or common carriers.	005255	Retain as long as administratively necessary, then destroy.
<u>Stockroom/Warehouse: Replenishment Orders</u> This series consists of copies of orders/requisitions sent to purchasing to refill on-hand stocks.	005256	Retain 1 year after submission, then destroy.
<u>Stockroom/Warehouse: Signature Card/Authority Files</u> This series documents the authority of an individual to receive, accept and sign for supplies and equipment for internal units of the locality.	005257	Retain until superseded, obsolete or rescinded, then destroy.
<u>Stockroom/Warehouse: Stock Control/Usage Records</u> This series documents the on-hand balances, status, usage, issuance and reorder of stocks of supplies stored for issue by the stockroom or warehouse.	005258	Retain 6 months after zero balance or transfer of data to a new record, then destroy.
<u>Stockroom/Warehouse: Stock Locator Records</u> This series documents the assignment of and location of stocks of inventories maintained on hand by the stockroom or warehouse.	005259	Retain until superseded, obsolete or rescinded, then destroy.
<u>Stockroom/Warehouse: Supply Requests</u>	005260	Retain 1 year after completion, then destroy.



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This series documents the receipt and fulfillment of orders from internal users from stockroom or warehouse.

Stockroom/Warehouse: Surplus Property Records

This series documents the disposal of locality owned equipment.

005261

Retain 3 years after final disposal of equipment, then destroy.

L. Telecommunications Equipment

Telecommunications: Bills or Invoices

This series documents the providers billing for telecommunications services.

005262

Retain 5 years or until audited, whichever is greater; then destroy.

Telecommunications: Equipment Installation Files

This series documents plans for and locations of installed telecommunications equipment. Does not include bills for installation services.

005263

Retain 3 years after installation, then destroy.

Telecommunications: Internal Billing Files

This series documents the internal charging or reimbursement for telecommunications services.

005264

Retain 3 years after preparation, then destroy.

Telecommunications: Itemized Bills - Detached

This series documents the itemized phone calls charged for by a service provider, if stored separately from the main bill.

005265

Retain 6 months after receipt, then destroy.

Telecommunications: Logs and Operation Records

This series includes any internal logs or operational records used to monitor and/or control telecommunications and/or telecommunications equipment.

005266

Retain 2 years after last entry or action, then destroy.

Telecommunications: Maintenance and Services Files

005267

Retain 3 years or until disposal of equipment, whichever is less;

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
This series include routine service and maintenance records for installed telecommunications equipment.		then destroy.
<u>Telecommunications: System Design and Planning Files</u> This series documents any plans or designs for purchase of new or expanded telecommunication equipment or services.	005268	Retain for life of system, then destroy.